

ESTIMATED MANHOUR REQUIREMENTS FOR
TSS/LB SECRETARY-STENO POSITION

		WORK COUNT	UNIT TIME VALUE	MANHOUR REQUIREMENT
<u>Logging:</u>	Requisitions	3375	1 min.	
	Cables - In and Out	1910(est)	1 min.	
	Dispatches - In and Out	1910	" 1 min.	
				120.0
<u>Typing:</u>	Dispatches - Out	855(est)	20 min.	
	Cables - Out	855	" 10 min.	
	Memoranda	255	" 20 min.	
	Requisitions 1/	24	" 10 min.	
	Pouch Manifest	100	" 5 min.	
				518.9
<u>Filing:</u>	Dispatches	1910	" 2 min.	
	Cables	1910	" 2 min.	
	Memoranda	225	" 2 min.	
	Requisitions	3375	" 2 min.	
	Cargo - Folders	1000	" 2 min.	
	Cross References	1000	" 2 min.	
	Notices & Req's	50	" 2 min.	
				951.2
Monitoring TSS/LB Telephone (One hour a day) 2/				252.0
Other Secretarial Duties (One hour a day)				252.0
				<u>1455.2</u>

1/ TSS/LB Log Assistant GS-09 and Supply Assistants GS-09 and GS-07
Type "issue" and "replenishment" requisitions.

2/ Two-hundred and sixty days, minus eight Government holidays.